10 Tips to Get Started with Passport Career!

Welcome to the George Washington University Passport Career system. This online program will help you to explore job, volunteer, education, professional development and other opportunities in the U.S. and around the world! You will find extensive resources, guidance, strategies and tools to help you make your career move.

1. **HOW TO ACCESS PASSPORT CAREER**

   **First time users:**
   
   
   b. Click on **New User? Register Now**
   
   On the following page, enter your Registration Key: *gwuni17* (all lowercase)
   
   c. Fill out the brief registration form.
   
   d. Use your email/password to login in the future.

2. **PLAN YOUR RELOCATION & GLOBAL CAREER**

   Start with a glance at the strategies relevant to your situation, which are found by clicking on **Global Topics** found on the horizontal menu bar at the top of any page.

3. **PARTicipate & LEARN: LIVE, ONLINE TRAININGS!**

   Click on **Global Career Training** image on the home page or select from the top menu bar. You will find a list of upcoming online global career trainings. More than 80 popular trainings take place every year on diverse and relevant, global career topics. Included is a highly recommended monthly training to help you get started, called **Your Personal Passport Career Strategy**. Sign up!

4. **CHECK OUT THE JOBS IN 203 COUNTRIES!**

   Click on the **Job/Intern Portal** on the top menu bar to search over 3,000,000 jobs from over 90,000 global employers in 203 countries. We recommend you check the database 2-3 times each week (it is updated daily) and select “Include jobs posted within [select time frame]” to see opportunities posted since your last search.

5. **EXPLORE YOUR COUNTRY**

   Click on the map image on the home page or select any of the 80+ **Country Portfolios** or the 50+ **USA City Portfolios** from the pull-down menus on the top right corner.

6. **WHAT TO KNOW BEFORE YOU GO**

   Every **Country & USA City Portfolio** includes useful relocation information & destination overviews, including an overview of the local employment situation, local financial information, language learning resources, and our in-country experts’ tips for getting started in that country.

7. **BE STRATEGIC: CULTURE & NETWORKING**

   Research indicates that if you network strategically within the context of the business culture, you have a much greater chance at success in reaching your cross-border career goals. Every destination portfolio includes the 5 critical areas of **Business Protocol** that you need to master to make a good first impression. The **Network/Making Contacts** lists for each city have group-specific strategies to be more effective.

8. **LOCAL EMPLOYERS**

   Each destination portfolio has extensive lists and resources, for the **Top Employers**. Explore diverse sectors to expand your options, including: private/for-profit, nonprofit, UN & related agencies, academia, and others.

9. **LOCAL RESUMES/CVs, SALARIES & MORE!**

   Check out the guidance, examples and strategies for key job search tools and activities: including **Business Cards**, **Resumes/CVs**, **Cover Letters** (and emails), **Interviews** and **Salaries** and benefits.

10. **SCHEDULE TIME TO MAKE YOUR CAREER MOVE!**

    Your career success involves time and effort. Passport Career has thousands of pages of content, strategies, resources and tools, and is continually expanded and updated. We recommend that you bookmark Passport Career and schedule 15-30 minutes every week to dive into the depths of this robust system and explore options and strategies that you may not have previously thought about. We also recommend that you participate at least once a month in a global career training.